



DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND
READINESS MANAGEMENT GROUP
233 N HOUSTON ROAD, STE 131A
WARNER ROBINS GEORGIA 31093

MEMORANDUM FOR ALL ENLISTED INDIVIDUAL RESERVIST

FROM: HQ RMG

233 N Houston Road, Ste 131A
Warner Robins GA 31093

SUBJECT: IMA Uniform Issue/Request Guidance

1. The following guidance is provided for uniform requests from enlisted IMAs. Uniform request should be directed to the RMG using AF IMT Form 656, Clothing Request and Receipt, which is available on the E-Publishing web site. The form will need to be complete and legible, showing the member's name, rank, social security number, clothing and quantities requested (place zeros in any items not needed), the unit commander's signature, a point of contact (if other than the IMA) and a return mailing address, email address, or fax number. The request can be returned to RMG at DSN fax 497-2294/2290 or commercial (478)327-2294/2290.
2. If any items on the form are incomplete the RMG will return it to the member for completions. Authorizations will be returned by fax, or email if provided; otherwise the member will receive the authorization via mail. The member should allow 10 working days for receipt by mail.
3. If you are requesting maternity uniforms, you are entitled to one uniform only (i.e., one top, either a skirt or one set of BDUs). **Select your choice and write the word "maternity" next to the items. Be sure you fax your physicals profile with your request to DSN Fax 497-2294/2290 or commercial (478) 327-2294/2290.** We will initiate paperwork for a maternity uniform only if you have not received one within the last 3 years.
4. Members are responsible for purchasing optional items as well as any upgrade they desire to make to authorized items (member will pay the difference). Organizational clothing and equipment are items mandated by the assigned/attached unit commander as needed to perform training in their organization (i.e., hospital whites, steel-toed shoes, flight suits, parkas, etc.). The commander specifying the requirement is responsible for getting the clothing for you.
5. Often, items purchases via an AAFES clothing store may include free alteration. If not, alterations are the member's responsibility. Also, RMG does not fund any sewing on of insignias, badges, etc.
6. Direct all questions concerning this memorandum to the Uniform Issue Technician at DSN 497-2455 or commercial (478) 327-2455.

//SIGNED//

UNIFORM ISSUE TECHNICIAN
Readiness Management Group